

Notice No.: 00-002

Date: February 2000

Applies to: Future SERS Employers

Subject: Reporting Requirements and Education Activities

Background

The School Employees' Retirement System (SERS) Plan 2 and Plan 3 become effective September 1, 2000. All eligible classified employees of school districts and educational service districts, who are members of Public Employees' Retirement System (PERS) Plan 2, will automatically become members of SERS Plan 2. Eligible members in SERS Plan 2 will then have an option to transfer to SERS Plan 3.

Business and Technical Requirements for Employers

The Department of Retirement Systems (DRS) has developed materials that explain business and technical requirements for the new system to help school districts and educational service districts prepare for the implementation of SERS. Included with this Notice is the booklet titled *Reporting and Procedural Changes for SERS*. We ask that you make the information in this booklet available to your Information Systems staff and/or the organization responsible for making the necessary changes to your payroll system. Employers should update their payroll information systems and business processes based on the information in the booklet to ensure the accurate reporting of SERS member data to DRS.

DRS Employer Handbook

By March, employers will receive updates to the *DRS Employer Handbook*. Chapter Eight of the handbook and pages 7—19 through 7—24 will include the SERS reporting requirements, which are detailed in the enclosed booklet.

Determining Plan Eligibility for Reporting Purposes

The following table will help employers establish what retirement system/plan a member is eligible for, which then determines the transmittal report the member should be on:

Member Eligibility Date	Retirement Plan	On/After Sept. 2000 Transmittal Report
Before October 1, 1977	PERS Plan 1	PERS Plan 1 Report
On or after October 1, 1977 through August 31, 2000*	PERS Plan 2	SERS Plan 2 Report SERS Plan 3 Report *(if member transfers)
On or after September 1, 2000	SERS Plan 3	SERS Plan 3 Report

*Members who transfer from SERS Plan 2 to SERS Plan 3 on or after September 1, 2000, are reported on the SERS Plan 3 Transmittal Report.

The PERS Plan 2 transmittal report for the August 2000 reporting period is due September 15, 2000. This is the last PERS Plan 2 report DRS will process before the SERS report goes into effect. The September 2000 transmittal report will be the first SERS report.

SERS Member Education

To help members understand their transfer decision and investment options DRS contracted with Educational Technologies, Inc. (ETI) and ICMA Retirement Corporation (ICMA-RC). Eligible SERS members will soon begin receiving transfer decision education materials and services from DRS and ETI. Communications from DRS and ICMA-RC to members about investment education services will be available in August 2000.

SERS Member Education Activities

DRS has contracted with two vendors to provide information about SERS to members:

1. ETI will provide transfer education services including toll-free telephone services, an Internet site, video bookpacs, and on-site workshops. These services are designed to help members with their decision to either remain in SERS Plan 2, or transfer to SERS Plan 3. ETI will contact some school districts beginning February 2000, to set up transfer education workshops for April and May 2000. Additional workshops will take place September 2000 through February 2001. Details of the transfer education services are outlined in the January 2000 edition of the SERS Newsletter.
2. ICMA-RC will provide SERS Plan 3 investment education via on-site workshops, publications, a video, toll-free telephone services and the Internet. These services will help members understand their investment options in SERS Plan 3. ICMA-RC will begin contacting employers in late spring 2000 to schedule investment education workshops beginning September 2000. ICMA-RC will continue to provide investment education for TRS Plan 3 members.

The education programs will provide members with the information necessary to make their transfer and investment decisions. Because of the critical nature of these programs DRS is

requesting that you work cooperatively with ETI and ICMA-RC by making sign-up sheets available to all employees, assisting in scheduling rooms and maintaining cancellation records.

Questions?

If you have questions regarding the information in this Notice, please contact Employer Support Services at (360) 664-7200 or call our toll-free line, 1-800-547-6657.

This Notice can be accessed on the DRS Web site at
<http://www.wa.gov/DRS/employer/drsn/index.htm>

John F. Charles
Director

2000 DRS Notices

For a copy of a Notice, call (360) 664-7170 or 1-800-547-6657, or
access on the DRS Web site at <http://www.wa.gov/DRS/employer>

Available Notices are posted below:

Notice	Subject
00-001	PERS, LEOFF, WSPRS and JRS Employers Members' Annual Statements and Sequencing Information
00-002	SERS Employers Reporting Requirements and Education Activities